

Space Management Meeting

October 5, 2006

Attendees: Sheryl Dorney, Paul Smith, Sharon Harrison, Bill Zaugg, Patti Zimmerman, and Steve Trotter.

Recorder: Rishel Gordham

Introduction/Approval of the Minutes

Minutes should reflect HCC not HTC when referencing Armark within the CAB. It was suggested to remove the 4th line of that section from the minutes. An additional correction included changing the word Upper to Upward when referencing Upward Bound on the last page of the minutes.

Surge Planning (Patti Zimmerman and Paul Smith)

Paul and Patti are currently working on Draft 4 of surge areas. They have purchased a modular building which is 28 by 68 square feet. The final cost is around \$11,000 plus the additional fee for GA to contract for the College. The modular building is currently at the Shops area as a location has yet to be determined. In addition, a meeting has been scheduled for next week with John Hurley, John Lauer, and Art Costantino to discuss the use of 5 modular housing units as potential surge space. This would provide the College with roughly 7,000 square feet to utilize.

At the last Space Management Committee Meeting “Draft C” of the surge plan was presented. Patti and Paul are continuing to use this draft due to issues such as the Geoduck House. “Draft D” was proposed to committee by Patti and Paul and was composed by listening to what individuals had to say about Draft C. Paul would like for everyone to look at this and fine tune it.

It is estimated that the College will need to acquire 6 portable buildings which can be placed near the Longhouse. The Longhouse is a prime location because the underground tunnels go that direction. The College also would need to address the issue of sewer when discussing a possible location for the portables. This is something Facilities needs to look into; another location that might work for a modular building would in housing. The field to the North of Housing may be able to accommodate a few modular buildings.

Comments were made about front counter services needing to be made accessible for students. That should be the number one focus and Draft D doesn't necessarily focus on that.

ACTION ITEM: Paul will get with Steve and Collin to talk about those issues.

Additional comments included that Student Accounts and cashiers should be together and Steve felt that Financial Aid and cashiers need to be kept together. A suggestion was

made for admission, registration, and financial aid to be located in the Housing area. Also, the possible placement of EF in a mod would free up 3,000 square feet.

The mods will have new paint and carpet installed in them and if John Lauer agrees to let the College pull out some of the kitchens it could free up additional space for classrooms. These classrooms would then have a bathroom in the space. Also, it was suggested to possibly remove the wall in the bedroom to make more space.

ACTION ITEM: Committee was asked to please respond with any suggestions by next week.

A question was brought up in regards to A Wing Cage Storage. Since it is unclear as to what is going to happen during A wing construction; it might impact the A Wing Cage Storage. It was mentioned that the 1st floor library lobby may be offline and there is potentially going to be some work done on the second floor lobby. 4300 is possibly going to be used as storage or it may be used as food services during the construction of the CAB.

It was suggested that Sheryl Dorney be invited to sit in on the next Executive Design meeting. Sharon mentioned that having the VP's and the president in the same area is going to be very positive. Steve liked the symbolism with the President being placed in the portables; it shows that the student's needs are coming first.

A committee member asked; "will new furnishing will be a part of Phase II?" Paul stated that \$1.4 million is set aside for new furniture. Paul would like to preserve these funds. Bill said that he thought individuals have been purchasing new furniture for their current space. Patti Z. said that she has spoken to Purchasing and has told them to discourage people from purchasing anything that might go in their new space.

Questions were asked about potential use of modular housing units. A modular housing unit is 700 on each side 1454 all together, which includes a kitchen and bathroom. Double wide is 1440 square feet with or without a bathroom. The College might have to purchase a bathroom unit and possibly put a walkway up. Patti and Paul will send some of the leased building footprints.

Paul mentioned that he has hired an architect to create a door structure to install in the SEM II meeting rooms so that they can turn those spaces into classrooms. Comments were made in regards to utilizing rolling gates such as those in the mall would work for classrooms, but if the space was used for offices the noise would be distracting. It was also suggested that Student Accounts and Payroll could go in those spaces. Comments were made about having Evening and Weekend faculty move into the offices across from those rooms.

SRI Process

Of the SRI's that were expected to be completed by June 30 2006; only three have not been completed. The fume hood and track lighting were not completed and the dance floor is on hold to the fact that we might use that space. The comments on the flow chart and process were received and implemented. (Documents handed out to group). This new process will allow the Space Committee a cost estimate for the project when it comes to the committee. After committee approval the VPs can get the cost and make a decision to complete the project or not based on the cost. This process will give the VP's a chance to approve and prioritize projects. The intent would be to implement the new SRI process by July 1st.

Paul suggested to front load the first year of the biennium. A suggestion was made that the changes to space assignment then give it a "go" or "no go" rating. Paul will figure out how to place that step on the flow chart. Add "if no impact to space assignment" then we can bi-pass the Space management committee. Steve said that you might consider that aspect in the written for in lines 1 or 2 "Review by Space Committee for impacts." Patti said that all the years she has been on this committee that the current SRI process set up by Dave is the best it has ever been.

Comments were made on the modernization of the Organic Farm House. It is going to a lot more expensive then what Facilities had originally thought with the addition of another panel, double pain windows, and transferring the heat from baseboard to electric.

Reoccurring events

South Sound Green and TYS have been provided conference space for free and Collin has stated that the College must charge for those events. It was mentioned that for non-profit institutions that were not charging a fee for their conference. Orientation and registration for freshman has been moved to Fridays. Reoccurring event recommendations need to be discussed at the next Space Management meeting November 2, 2006 and Kirk Knittle will need to be invited to that meeting.

Agenda items for next meeting

Non-academic events scheduling
Surge discussion of draft D

Next Meeting scheduled for November 9, 2006.